

## ADMINISTRATION ASSISTANT - ACCOUNTS

Helena College is a non-religious, independent, co-educational private school, catering for Kindergarten to Year 12 in the Perth Hills.

Across two campuses in Darlington and Glen Forrest, we provide a balanced education, developing the whole child through the inquiry-led, International Baccalaureate learning programmes, in the primary and middle school years, and prepare students for ATAR or general pathways in years 10 to 12.

Working at Helena College, means you become part of a collaborative community with a commitment to core values and developing close working relationships between students, staff and families. We also have a demonstrated commitment to teacher and staff professional development.

Helena College has a Child Protection Programme which is made up of rigorous work systems, practices, policies and procedures designed to maintain a child-safe environment within the College community. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse.

### Role Description

The Administration Assistant - Accounts role will report to the Business Manager and ensure efficient delivery of accounts payable and receivables, procurement and administrative tasks as required

The position will be a full-time position during term time only.

### Key Responsibilities

The Administration Assistant - Accounts will:

- Daily receipt, reconciliation and banking of cash and funds received by the College (including Canteen and Front Counter receipts).
- Be responsible for the accurate administration of deposits to the College bank accounts.
- Process petty cash payments, record and reconcile.
- Accurate daily banking and reconciliation of funds received – Cash, Cheque, BPay, Credit Card.
- Be the first point of contact for queries from the College community in relation to payments, fees etc.
- Production of and delivery of billing statements to families.
- Produce invoices and monitor outstanding sundry debtor billing as required.
- Accounts payable functions for the College including receiving purchase orders, invoices, cheque requests and other payment requests and enter data into the accounts payable system.
- Complete procurement functions for the College.
- Ensure accurate coding of invoices with creditors, general ledger and GST details.
- Provide temporary relief cover for Reception/Student Administration when required.
- Undertake administrative tasks as required.

### Selection Criteria - Essential

- Qualification in Business or related discipline or relevant experience.
- Good knowledge of accounting principles.
- Strong skills in written and oral communication.
- Self-motivated, flexible and able to demonstrate initiative.
- Professional, well-organised, efficient and able to work to deadlines.
- Comprehensive understanding of 'Duty of Care', placing a high value on child protection and wellbeing.
- Current Working with Children Check/Police Clearance.

## Selection Criteria – Desirable

- Knowledge of MoneyWorks Accounting software.
- Successful professional experience in an educational setting.
- Experience with Apple operating systems.

## Helena College

Helena College has a strong and demonstrated commitment to professional development, to ensure staff stay up to date with educational developments and related issues.

The College:

- is an equal opportunity employer
- complies with the requirements of the Privacy Act
- has a strong commitment to OSH
- will not tolerate harassment of any kind
- has a no smoking policy
- expects a high standard of dress
- requires all staff to maintain a safe and tidy work area
- requires all staff to maintain effective class discipline and supervision to provide a safe and effective learning environment
- requires all staff to act in accordance with College Policies and the Staff Code of Conduct.

## Applications

Applications should include a **cover letter** addressing the selection criteria as well as a **curriculum vitae**:

- Full name, address and contact details
- Relevant biographical information (at applicant's discretion)
- Details of academic qualifications
- Details of relevant experience
- Career history including past and current roles
- Contact details for three referees
- Any other additional relevant information

Upon appointment, the successful applicant will be required to produce original copies of qualifications, as well as current Criminal Record Check and Working With Children Check.

Applications are to be addressed to Helena College Principal, Peter Coombs.

They may be sent via email to HR Officer – Nyaree Blakeney at [nblakeney@helena.wa.edu.au](mailto:nblakeney@helena.wa.edu.au) or mailed to:

Peter Coombs  
Principal  
Helena College  
PO BOX 52  
GLEN FORREST WA 6071

**Closing date for applications: 4pm Friday, 7 May 2021**